



Request for Waiver - FCC Form 471 Application Filing Window

May 12, 2017

CC Docket No. 02-6

Entity:

BEN: 16077171

Collegiate Charter School of Lowell

1857 Middlesex Street

Lowell, MA 01851

Funding Year: 2017

Application Number: 171022941

Contact Person:

Name: Christian Simard

Position: IT Manager

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To Whom It May Concern,

I have been in charge of E-Rate filings for our school since we first opened our doors in 2013. This has been the first year that we have missed any type of deadline or filing window. We had a few factors that pushed us past the deadline this year and hope this waiver will be granted.

The first factor that caused us to be so late in our Form 471 submission was we were waiting on final correct contract paperwork to come back from one of our bid winners (Comcast Business). We waited over two months to receive our final contract papers to sign and return to them, only to find out that we needed to make changes back and forth in the final hours before our submission was assumed due.

The next factor that played a role here was that it was under my incorrect understanding that the due date for submission was Friday, May 12, 2017 and not Thursday, May 11, 2017. I was out on vacation during the entire week, and since I was the only one in charge of the E-Rate process and not having access to anything other than my phone during the week, when I finally had a chance to get access to a computer *one day* after closing, it was too late. Since I was assuming the incorrect date, I saw no issues during the week and planned to file as soon as we had all final paperwork in hand from all of our bid winners.

We are a public charter school here in Lowell, Massachusetts, going into our fifth year of operations. As many schools face, we have a very tight budget and rely on this funding each year. Without it, it will make a huge negative impact on our school, along with our students and staff.



We, Collegiate Charter School of Lowell, hope you see this waiver and grant it in our favor.

Please feel free to reach out for any additional information or with any questions.

Regards,

Christian Simard

Christian Simard
IT Manager